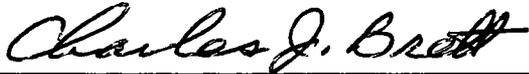


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	NI-40-88-1
1 FROM (Agency or establishment) U.S. Department of Commerce		DATE RECEIVED	2/8/88
2 MAJOR SUBDIVISION International Trade Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Charles J. Brett	5 TELEPHONE EXT 377-3430	DATE 2/4/88	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence  is attached, or  is unnecessary

B DATE 2-2-88	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE ITA Records Management Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	Office of Technical Services  Reference Files of E. E. Lewis - reports, studies and agency histories collected or created by Mrs. Lewis while she was an employee of the Office of Technical Services (OTS). Several of the documents were either produced by, or describe the program activities of, organizational units of the Foreign Economic Administration (FEA) and the War Production Board (WPB). OTS assumed some of the functions of these World War II agencies after their dissolution in 1945.  Among the documents included here are: " Guide to the Industrialization of China, " issued by the Engineering Service, Bureau of Supplies, Foreign Economic Administration; " Administrative and Contractual Experience with Wartime and Post War Applied Research and Development, " issued by OTS; and, related papers describing the activities of the Office of Production Research and Development under the WPB and the Industrial Research and Development Division under OTS. The files are generally arranged by subject matter.  Total volume equals three cubic feet, and the records are unclassified and unrestricted. When they were originally transferred to storage, the files were restricted for use by OTS personnel only. However, no formal statutory or regulatory restrictions appear to bear on their use. Inclusive dates range from 1945 through 1948.		

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF 2  
2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Disposition: Transfer to the National Archives immediately.</p> <p>Accession 376-61C1202, Boxes 2, 3 and 5.</p>		